

# Great Rivers Behavioral Health Administrative Services Organization

Policy Title:	<b>Vehicle Use</b>	Policy No. <b>9018.00</b>
Category:	Employment Policy Manual	Date Adopted: 04/09/2021 Revision Date:
Related Document:	Great Rivers BH-ASO Driver Waiver Form Great Rivers BH-ASO Vehicle Accident Report	

## Policy:

- 1.1. This policy addresses the use of personal vehicles for Great Rivers Behavioral Health Administrative Services Organization (Great Rivers BH-ASO) business, mileage allowances, and general motor vehicle safety expectations while performing work or representing Great Rivers BH-ASO.
- 1.2. This policy applies to all Great Rivers BH-ASO Team Members, temporary or project staff, volunteers, and contractors, regardless of status, who are authorized and eligible to receive mileage allowances for the use of their personal vehicles or may be approved to rent vehicles for Great Rivers BH-ASO's business purposes or are assigned an agency vehicle.

## Definitions:

- 2.1. "Vehicle" - Any motorized or non-motorized vehicle or vessel used or designed to transport persons or goods on public roadways, waterways, or airspace.

## Procedure:

- 3.1. USE OF PERSONAL VEHICLES FOR GREAT RIVERS BH-ASO BUSINESS
  - 3.1.1. Use is subject to the approval of the authorizing manager. Authorization to use private vehicles may be given on a trip-by-trip or standing approval basis. Team Members are required to provide Great Rivers BH-ASO proof that they possess a valid motor vehicle operator's license.
    - 3.1.1.1. Team Members should verify with their personal insurance companies that their policy provides liability insurance for use of their personal vehicle for Great Rivers BH-ASO related business. Proof of at least the minimum liability auto insurance required in Washington State will be required to be approved to use a personal vehicle for Great Rivers BH-ASO business.
  - 3.1.2. Private vehicles being used for Great Rivers BH-ASO business are considered official vehicles and must conform to the following requirements:
    - 3.1.2.1. The vehicle must meet legal requirements to operate on a public highway;
    - 3.1.2.2. The vehicle must be in sound mechanical condition and present no safety risks;
    - 3.1.2.3. Team Members will be reimbursed at Great Rivers BH-ASO's mileage rate allowance. The current reimbursement rates are included on the Expense Report form(s);
    - 3.1.2.4. Drivers are prohibited from engaging in any behavior or activity that may lead to distraction from safe driving including but not limited to, reading, dialing, manually writing, or sending a message on an electronic wireless communications device, or holding a wireless communications device to their ear, while the vehicle is moving. Exceptions to this section include: using a wireless communications device in the hands-free mode; using devices to

report illegal activity or summon medical aid or other emergency assistance or prevent injury to a person or property; using hearing aids. Hands-free mode means the use of a wireless communication device with a speaking phone, headset, or earpiece.

- 3.1.3. Team Members must obtain approval to transport Great Rivers BH-ASO's equipment, documents, or any Great Rivers BH-ASO's property in their personal vehicle. If Great Rivers BH-ASO's property is damaged or stolen while in transit, the responsible Team Member must file a police report. The Team Member will not be financially responsible for replacing the damaged or stolen equipment. However, if Great Rivers BH-ASO determines that the damaged or stolen equipment was the result of lack of judgment or violation of law, the Team Member may be held responsible for his or her actions.
- 3.1.4. Team Members may be authorized to use or be instructed to use a rental vehicle in certain circumstances where Great Rivers BH-ASO deems it appropriate. Team Members will coordinate the vehicle rental following the authorization and instructions from the Team Member's manager.

### 3.2. TRANSPORTING CLIENTS

- 3.2.1. In general, staff are not required to transport clients. CIHS staff members may only transport clients in their personal vehicle with management approval and as a last resort when there are no alternative transportation options. Other transportation options such as bus transport, Medicaid transport, the client's friends/family should be considered first.
- 3.2.2. Staff members must complete a Great Rivers BH-ASO Driver Waiver form before transporting clients. The Driver Waiver form should be submitted to Great Rivers BH-ASO Human Resources.

### 3.3. INCIDENTAL TRAVEL AND STOPS

- 3.3.1. Team Member-drivers should use good judgment and remember that public perception of Great Rivers BH-ASO's Team Members is important and influenced by how and where the public observes Great Rivers BH-ASO Team Members. Team Member-drivers should not make incidental stops at locations the public would perceive as inappropriate. Examples are gaming and sports venues, liquor outlets, and other locations where it is unlikely that any Great Rivers BH-ASO's business or allowable incidental use is involved.

### 3.4. VEHICLE USE REQUIREMENTS AND RESPONSIBILITIES

- 3.4.1. To ensure Team Members are licensed to operate a motor vehicle for Great Rivers BH-ASO related business and are insured if they utilize a personal vehicle for Great Rivers BH-ASO's business, Great Rivers BH-ASO may examine driver's license and vehicle insurance requirements, as well as the Abstract of Driving Record.
- 3.4.2. Use of a personal vehicle for Great Rivers BH-ASO business purposes is contingent upon the following conditions and requirements:
  - 3.4.2.1. Vehicle Use Policy Review and Acknowledgment - Annually, Human Resources (HR) will require each Team Member operating a personal vehicle for Great Rivers BH-ASO's business purposes to review the Vehicle Use policy and complete an acknowledgment.
  - 3.4.2.2. Request for Abstract of Driving Record
    - 3.4.2.2.1. All individuals who have received a contingent job offer will authorize Great Rivers BH-ASO, by signing a release, to obtain their driver's record as part of the full background check required for all prospective new hires. This applies to external as well as internal candidates.
    - 3.4.2.2.2. Additionally, all Team Members who drive a vehicle for Great Rivers BH-ASO business must also provide a release to obtain their driver's

record information when requested by their department manager or HR for the annual all-staff checks and upon request for due cause.

### 3.4.3. Driver's License and Insurance Requirements

3.4.3.1. To operate a motor vehicle for Great Rivers BH-ASO's business purposes the following conditions, as detailed on the Vehicle Use Agreement, must be met by Team Members and verified by Great Rivers BH-ASO:

- 3.4.3.1.1. Possess and maintain a valid driver's license. Team Members must present to Great Rivers BH-ASO their current and valid driver's license; and
- 3.4.3.1.2. Possess and maintain at least the minimum vehicle liability insurance required in Washington State, covering any personal vehicles driven for Great Rivers BH-ASO's business. This requirement may be met by the Team Member producing a current copy of their insurance policy.

### 3.4.4. Responsibilities

3.4.4.1. Great Rivers BH-ASO HR will:

- 3.4.4.1.1. Obtain the necessary release to conduct the driver's records review as part of the new hire background check and maintain a copy of the release forms and driver's record report for those Team Members whose job descriptions require them to have a valid driver's license or for any other Team Members operating a motor vehicle for Great Rivers ASO's business;
- 3.4.4.1.2. Ensure that all Team Members have reviewed and acknowledge the Vehicle Use policy;
- 3.4.4.1.3. Immediately notify the Great Rivers BH-ASO Chief Executive Director (CED) and the Team Member's manager regarding any Team Member who becomes ineligible to operate a vehicle under this policy and prohibit that Team Member from operating any vehicle for Great Rivers BH-ASO related business until the issue is resolved;
- 3.4.4.1.4. Conduct an annual review of Team Members' driving records whose job descriptions require them to have a valid driver's license and whose duties require that they operate a motor vehicle for Great Rivers BH-ASO's business purposes; and
- 3.4.4.1.5. Maintain a list of positions that require driving for Great Rivers BH-ASO as part of the essential duties.

3.4.4.2. Team Members' responsibilities include the following:

- 3.4.4.2.1. Team Members whose duties require that they operate a motor vehicle for Great Rivers BH-ASO business purposes must annually:
  - 3.4.4.2.1.1. Review Great Rivers BH-ASO's Vehicle Use policy and complete an acknowledgment;
  - 3.4.4.2.1.2. Complete and provide the necessary release to obtain the driver's record report; and
  - 3.4.4.2.1.3. Provide proof of auto insurance with adequate liability insurance coverage
- 3.4.4.2.2. Team Members whose driver's license status has changed or been updated, suspended, revoked, or canceled must immediately notify

(within the next business day) their supervisor of the change in their driver status.

- 3.4.4.2.3. Team Members must electronically acknowledge an understanding of, and future compliance with, the directives in this policy. Failure to comply with the Vehicle Use policy will be reviewed by the Team Member-driver's supervisor and may be considered a violation of work rules resulting in a loss of Great Rivers BH-ASO's vehicle driving privileges and possible discipline, up to and including separation.

### 3.5. DRIVER DISQUALIFICATION AND REVIEW

- 3.5.1. A Team Member may be disqualified from driving for Great Rivers BH-ASO's business purposes if they have:
  - 3.5.1.1. Three or more moving violations;
  - 3.5.1.2. Three or more accidents where they were substantially at fault in the past three years;
  - 3.5.1.3. Two or more accidents that resulted in a loss of life or significant property damage of more than \$25,000.00. (A moving violation occurs when the citation is issued, not when the final court decision is made. This includes only accidents where the driver was substantially at fault, as determined by CED.);
  - 3.5.1.4. A citation for Driving Under the Influence (DUI) when found guilty as charged within 12 months; or
  - 3.5.1.5. Suspension or revocation of the Team Member's driver's license.
- 3.5.2. Any change in the status of a Team Member's driver's record resulting in disqualification or the failure to report such change may result in revocation of the privilege of driving any vehicle for Great Rivers BH-ASO related business. If the Team Member's job requires regular local or out of area travel, Great Rivers BH-ASO will review the Team Member's employment status and appropriate action may be taken, including job change or demotion when available and possible, and/or discipline, up to and including separation.
- 3.5.3. Exceptions to this policy are subject to a review by the CED.

### 3.6. ACCIDENTS AND CITATIONS

- 3.6.1. Team Members shall immediately report all traffic accidents or vehicle damage that occurred while operating a personal or rental vehicle while on Great Rivers BH-ASO's business. In addition to any state-required accident reports, Team Members shall complete the Great Rivers BH-ASO Vehicle Accident Report form within the first business day following the accident and submit the report to Great Rivers BH-ASO's CED.
- 3.6.2. If a Team Member has a motor vehicle accident while on Great Rivers BH-ASO business, the supervisor, after consulting with HR, may require the Team Member to submit to a post-accident drug and alcohol screen.
- 3.6.3. Citations (including parking violations) are the responsibility of the vehicle operator. Passengers shall be responsible for any citations they receive. Citation fines shall be paid promptly by the offending Team Member. Great Rivers BH-ASO will provide the appropriate authority with the names of Team Members assigned to Great Rivers BH-ASO vehicles that are observed violating traffic laws via any automated traffic enforcement device.
- 3.6.4. Team Members shall report moving violation citations that occur while operating a vehicle for Great Rivers BH-ASO's business within the first business day of the issuance of the citation. Team Members will notify their immediate supervisor, who in turn, will forward the report to Great Rivers BH-ASO's CED.

### 3.7. GENERAL MOTOR VEHICLE SAFETY

- 3.7.1. All Team Members who operate motor vehicles for Great Rivers BH-ASO's business purposes are responsible for operating the vehicle in a lawful, safe, and prudent manner. Team Members are also responsible for ensuring that the personal vehicles used for Great Rivers BH-ASO business are in adequate working order including all vehicle safety-related vehicle fixtures and parts such as signal lights, head lights, view mirrors, etc.
- 3.7.2. In the interest of safety, managers and supervisors may elect to have assignments, jobs, or tasks delayed or postponed during inclement weather until driving conditions improve. Only essential staff whose vehicles are equipped with necessary traction devices should be required to perform work that requires driving for Great Rivers BH-ASO related business. Vehicles used during inclement weather may require the use of tire chains. It is the responsibility of the vehicle/equipment operator to install tire chains when needed.
- 3.7.3. Great Rivers BH-ASO may have additional requirements for the safe operation of motor vehicles.

3.8. TEAM MEMBER-ASSIGNED GREAT RIVERS BH-ASO OWNED OR LEASED VEHICLE

- 3.8.1. Great Rivers BH-ASO may determine that there is an economic benefit to Great Rivers BH-ASO and more adequate use of public funds to assign a Great Rivers BH-ASO owned or leased vehicle to be used by a Team Member for official Great Rivers BH-ASO business and to commute to and from work. The economic benefit to Great Rivers BH-ASO is determined when the reimbursement costs for the Team Member's private vehicle mileage are greater than the commuting costs for an assigned Great Rivers BH-ASO owned or leased vehicle.
- 3.8.2. The assignment of a Great Rivers BH-ASO owned or leased vehicle is neither a privilege nor a right of any Team Member, and shall not be made based on Team Member merit or status, but on Great Rivers BH-ASO business necessity or financial advantage.
- 3.8.3. Requests to assign a Great Rivers BH-ASO owned or leased vehicle to any Team Member must be made by submitting a request to the Chief Executive Director (CED). Budget availability, work time savings, efficiency and convenience, and economic benefit to Great Rivers BH-ASO are amongst the issues to assess when considering a request for assignment of a Great Rivers BH-ASO owned or leased vehicle to a Team Member. Any assignment must be approved by the CED and the Governing Board. Forward a copy of the approved request to the Finance unit.
- 3.8.4. Great Rivers BH-ASO owned or leased vehicles may be:
  - 3.8.4.1. Assigned to a Team Member for use during the workday, and may include temporary overnight use upon request and approval;
  - 3.8.4.2. Permanently assigned to a Team Member including commute to home and incidental personal use, which must be adequately recorded and tracked; or
  - 3.8.4.3. Made available for other approved Team Members to reserve/schedule and use for Great Rivers BH-ASO business during the workday and may include temporary overnight use upon request and approval.
- 3.8.5. Permanent assignment of vehicles will be made with consideration of the following factors:
  - 3.8.5.1. The Team Member resides within the Great Rivers BH-ASO service area;
  - 3.8.5.2. The Team Member's commute mileage shall not be greater than the business mileage;
  - 3.8.5.3. Economic benefit to Great Rivers BH-ASO, including the enhancement of efficiencies and productive time supported by a calculation of economic benefit.
- 3.8.6. Finance Unit will have the following administrative responsibilities:

- 3.8.6.1. Maintain a list of Great Rivers BH-ASO owned or leased vehicles, including the Fair Market Value of owned/leased vehicles.
  - 3.8.6.2. Written documentation of the vehicle assignment including Team Member name, position title, vehicle assigned, and type of assignment.
  - 3.8.6.3. Mileage data, including breakdowns of daily commute mileage and business mileage based on daily vehicle use logs.
  - 3.8.6.4. Input commute trip data into the payroll system for auto fringe benefit withholding, and update auto fringe benefit data in the payroll system as needed. Compute the auto fringe benefit calculation using either the "lease value" or the "safe harbor" method for computing auto fringe benefits for Team Members. Internal Revenue Service (IRS) Publication 15B fringe benefit rules regarding the reporting, taxability, and value of operating a Team Member's motor vehicle between the Team Member's official duty station and official residence and any other incidental approved personal use.
  - 3.8.6.5. Vehicle trip log data detailing the number and nature of emergency calls, if the take-home vehicle is based on an emergency response justification.
  - 3.8.6.6. A calculation of economic benefit to Great Rivers BH-ASO if the assignment is based on an economic justification.
  - 3.8.6.7. Retain and maintain the records and respond to information requests regarding this program.
  - 3.8.6.8. Ensure that the Team Member has a valid driver's license and acceptable driving record in accordance with our business insurance coverage requirements.
  - 3.8.6.9. Replace vehicles as needed with vehicles of a similar class or if the vehicle is no longer suited for its original purpose or when it is necessary to meet other requirements in connection with the job or business necessity or reasonable Team Member request that can be met without undue hardship.
  - 3.8.6.10. Ensure that the Team Member has received the applicable policies governing Great Rivers BH-ASO vehicle use.
  - 3.8.6.11. Verify that the applicable Team Member prepare and maintain an adequate Vehicle Use Log (Great Rivers BH-ASO Vehicle Use Log) and that copies of those logs are submitted to Finance no less than bi-annually.
  - 3.8.6.12. Payroll must make Vehicle Use entries monthly to the payroll system.
- 3.8.7. Team Member Responsibilities:
- 3.8.7.1. Complete the Vehicle Use Log daily for the assigned vehicle and submit a copy to Finance bi-annually so that auto fringe benefit withholdings can be made for those days on which an assigned vehicle was used for commuting or other approved personal incidental use. The Vehicle Use Log must include:
    - 3.8.7.1.1. Vehicle number, month, year, department name, division name, Team Member name, position title, phone number, regular work hours, odometer reading at the beginning of month, and odometer reading at the end of month.
    - 3.8.7.1.2. Enter the total daily trip mileage in the column showing commute miles, and the column showing business miles, and fill in the column listing the trip destination and the column indicating whether or not the trip was an emergency call-out. The daily commute, business, and total mileage data must be summarized on the log.

- 3.8.7.2. Team Members with assigned vehicles must comply with established policies and procedures including scheduled preventative maintenance scheduling, fuel usage, accurate odometer reporting, and timely submission of vehicle trip logs. Leased/assigned vehicles are covered by maintenance agreements that may require service checks with the lease provider.
- 3.8.7.3. Great Rivers BH-ASO's assigned credit cards may be used for assigned vehicle-related expenses in compliance with the procurement/credit card policy, such as, car wash, wipers replacements, extraordinary repairs not covered by lease, etc. The Team Member must submit receipts monthly to Finance with the card statement. If the Team Member incurs self-paid expenses, they must submit a request following the business expense reimbursement policy.
- 3.8.7.4. Provide driver's license information to Great Rivers BH-ASO and personal auto liability insurance information to Great Rivers BH-ASO upon request.
- 3.8.7.5. The Team Member must notify his or her supervisor within 48 hours of a vehicle accident that results in damage to a Great Rivers BH-ASO owned or leased vehicle. The CED, who oversees Risk Management for Great Rivers BH-ASO, must receive a copy of the State of Washington Vehicle Accident Report, or equivalent document, completed by the driver.
- 3.8.7.6. While the assigned vehicle is intended for Great Rivers BH-ASO business, incidental de minimis and appropriate personal use of the vehicle will be acceptable: such as, the commute to/from work, stops during work travel and personal errands during lunch or on the way home from work.
- 3.8.8. The CED, who oversees Risk Management for Great Rivers BH-ASO, will be responsible for:
  - 3.8.8.1. Coordinating the purchase or leasing of vehicles for Great Rivers BH-ASO business.
  - 3.8.8.2. Addressing the safety and risk management aspects in connection to this program, including recordkeeping of related documentation.
  - 3.8.8.3. Vehicle Maintenance - ensuring vehicles are in good working order and that all maintenance and repairs of Great Rivers BH-ASO owned or leased vehicles is performed at an appropriate and adequate facility.
  - 3.8.8.4. Ensure the following information is available in every Great Rivers BH-ASO owned or leased motor vehicle:
    - 3.8.8.4.1. Instructions for emergencies, as well as a procedure for when repairs and servicing is required;
    - 3.8.8.4.2. Post-accident procedure and any required accident and insurance report forms with instructions as to their preparation and disposition;
    - 3.8.8.4.3. Instructions for use of agency gas and credit card;
    - 3.8.8.4.4. Vehicle's title (identification and proof of ownership); and
    - 3.8.8.4.5. Proof of business liability insurance.

**POLICY SIGNATURE**

DocuSigned by:  
*Vickie L. Raines*  
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4/9/2021

Vickie Raines, Chair  
Great Rivers BH-ASO Governing Board

Date