

# THE HARFORD CENTER

Policy Title: Use of Personal Vehicles

Department: Transportation

Approved by the Board: May 30, 2018

Purpose: To outline guidelines for staff who use personal vehicles as a part of their job requirements.

Personal Vehicle Requirements:

1. Insurance:

Staff transporting individuals in a private vehicle will need to provide an updated copy of the liability insurance for the vehicle prior to transporting Individuals. The liability coverage must meet the Harford Center standards approved by The Director of Finance.

2. Passengers:

Only Harford Center employees and/or clients are allowed in personal vehicles while driving for business purposes. (i.e. **NO** family members, friends, etc.)

3. Safety/Maintenance Requirements:

All personal vehicles must meet Maryland State regulatory requirements, including but not limited to: working seatbelts, operational blinkers and safety lights, etc. Additionally, it is the responsibility of the staff person to have their personal vehicle in optimal working condition (regular oil changes, brake inspections, tire inspections, etc.). The Harford Center reserves the right to request safety and vehicle maintenance documentation as needed.

4. Mileage Reimbursements:

Any employee using their personal vehicle for business will be reimbursed for miles driven while performing their job duties. The rate per mile is set at by The Harford Center. Commuting miles are not reimbursable. Electronic mileage sheets should be used (available on the shared drive) and submitted on a monthly basis to the staff person's supervisor for approval.

I acknowledge that I have received and read the Use of Personal Vehicle policy, and understand if I have questions I can go to my supervisor or Human Resources. I agree to abide by this policy.

Print Name of Employee \_\_\_\_\_

Employee Signature/Date \_\_\_\_\_

