



Personal Vehicle Policy Transporting Clients

The purpose of this policy is to promote the safety of clients, employees and volunteers when using personal vehicles for Big Brothers Big Sisters of York & Adams Counties.

All staff or volunteers driving a personal vehicle for any Big Brothers Big Sisters of York & Adams Counties related business shall maintain a valid driver's license, insurance, and must operate the vehicle in a safe manner at all times.

Standards:

1. Only authorized employees and volunteers may transport clients in their personal vehicles.
2. To qualify to transport clients in a personal vehicle, the employee or volunteer must have an acceptable driving record based on our insurance carrier's guidelines and submit documentation of a current insurance policy.
3. Employees and volunteers who use their personal vehicles for company business are required to carry adequate limits of liability, with a minimum of \$100,000 for property damage and \$300,000 for bodily injury. A copy of the declaration page of your personal automobile insurance policy must be provided to Big Brothers Big Sisters of York & Adams Counties annually at your renewal date.
4. Driving records must remain within the insurance carrier's guidelines for continued employment or assignment in positions with driving duties. Employees and volunteers who do not maintain acceptable records will not be allowed to transport clients and may be disqualified for the position.
5. All employees and volunteers driving on Big Brothers Big Sisters of York & Adams Counties business must maintain a valid driver's license and insurance on all vehicles they drive. Any change in the status of their driver's license or insurance must be reported immediately and prior to driving on Big Brothers Big Sisters of York & Adams Counties business.
6. Employees and volunteers transporting clients in personal vehicles will have their driving records checked every 5 years.
7. Employee/volunteer insurance serves as primary coverage with Big Brothers Big Sisters of York & Adams Counties insurance being secondary.
8. The personal vehicle used to transport clients must be properly maintained and in good working condition.
9. The driver and all passengers must wear seat belts at all times. No vehicle should be operated when the number of occupants exceeds the number of passenger restraints available.
10. Drivers shall obey all applicable traffic and parking regulations, ordinances, and laws.
 - a) Employees and volunteers who incur parking or other fines while on Big Brothers Big Sisters of York & Adams Counties business are personally responsible for payment of such fines.
 - b) Employees who are issued citations for any offense while driving on Big Brothers Big Sisters of York & Adams Counties business must notify the Executive Director immediately when



practicable, but in no case later than 24 hours. Failure to provide such notice may be grounds for disciplinary action.

Volunteers who are issued citations for any offense while driving on Big Brothers Big Sisters of York & Adams Counties business must notify the Program Director immediately when practicable, but in no case later than 72 hours. Failure to provide such notice may be grounds for termination of the mentoring relationship.

- c) An employee who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle license while on Big Brothers Big Sisters of York & Adams Counties business, must notify the Executive Director immediately when practicable, but in no case later than 24 hours. Conviction for such offense may be grounds for loss of privilege to transport Big Brothers Big Sisters of York & Adams Counties clients and/or further disciplinary action.

A volunteer who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle license while on Big Brothers Big Sisters of York & Adams Counties business, must notify the Program Director immediately when practicable, but in no case later than 72 hours. Conviction for such offense may be grounds for loss of privilege to transport Big Brothers Big Sisters of York & Adams Counties clients and/or termination of the mentoring relationship.

- 11. Any driver who is involved in a motor vehicle accident while on agency business involving personal injury to any party shall notify his/her supervisor immediately. If the accident involves property damage only, the driver shall notify his/her supervisor upon return to the work location.
- 12. The driver shall use hand's free equipment when necessary to talk on a cell phone when driving. In no event shall the driver text message or operate any other electronic equipment while driving the vehicle. It is always preferred that the driver park the car in a safe location to receive or make cell phone calls.
- 13. No smoking in personal vehicles while transporting clients.
- 14. Only clients and individuals conducting agency business are to be in a personal vehicle while transporting clients.

I, _____, (print name) have read and understand the Transporting Clients Personal Vehicle Use Policy established by Big Brothers Big Sisters of York & Adams Counties. I agree to abide by the provisions of this policy. I understand that failure to comply with any and all provisions of this policy may result in disciplinary action up to and including removal of authorization to transport Big Brothers Big Sisters of York & Adams Counties clients, suspension and/or termination of employment or volunteer assignment.

Driver Signature

Supervisor Signature

Driver Name (Print)

Supervisor Name (Print)

Date

Date