

**Cottonwood, Inc.
Policies and Procedures**

SECTION: General

POLICY NO: 02-009

SUBJECT: Vehicle Usage

EFFECTIVE DATE: February 1987

Policy:

It is the policy of Cottonwood, Inc. to own and maintain vehicles for use by its employees while they are engaged in agency business.

Procedures:

1. Employees operating agency vehicles must be insurable by Cottonwood, Inc.'s carrier. The employee must have adequate private insurance to operate his/her private vehicle on agency business.
2. Vehicles will be assigned to department directors who will designate a person to manage keys and sign out procedures. Additional vehicles are maintained in a motor pool for use by individual employees as needed. A sign out log is located in the copy room in Bldg. 1.
3. If no vehicles are available, then the employee may be required to use his/her personal vehicle. A reimbursement request should be made as per Policy No. 04-013.
4. All employees who operate vehicles for agency purposes are required to wear safety belts correctly and are responsible to see that any passengers being transported also use safety belts correctly. All animals, with the exception of service animals, being transported in any vehicle during the course of business must be in a pet carrier.
5. Any employee who operates an agency-owned vehicle should check the gas level before leaving and returning the vehicle. If there is 1/4 tank of gas or less, the employee shall fill the tank prior to his/her return to Cottonwood, Inc. This shall be done even if the proposed trip will not require the use of 1/4 tank of gas. This will be done as a courtesy to the next person to use the vehicle.
6. In the event of a road emergency (vehicle breakdown) the driver of the disabled vehicle will first secure the safety of all passengers. Once this is accomplished, the driver will contact the Maintenance Supervisor or Work Services Director during office hours or the designated towing service after hours. During evening & weekend hours, the driver will then contact the on-call person for assistance in acquiring a replacement vehicle. Each Cottonwood, Inc. vehicle will be equipped with a safety triangle.
7. Any malfunctions, maintenance requirement or minor damage should be reported to the Maintenance Supervisor by completing a "Vehicle Maintenance Request".

8. The Maintenance Supervisor will be responsible for regular maintenance of the vehicles by maintaining Maintenance Logs. Any needed repairs will also be scheduled by the Maintenance Supervisor.

9. Any legitimate/unintentional fines incurred as a result of parking violations shall be paid by Cottonwood, Inc. if they are turned into the Chief Financial Officer in a timely manner and deemed justified. Moving violation will be paid for by the employee. Excessive violations or failure to report may be cause for disciplinary action.

10. All staff are responsible for filling out the mileage logs and cleaning out trash after each trip and checking and replenishing the first aid kits. No personal business should be conducted in a Cottonwood, Inc. vehicle unless approved by the supervisor. An additional daily checklist will be required for K-DOT sponsored vehicles.

11. It is never acceptable to "double park" a vehicle in a Cottonwood, Inc. parking lot.

12. All vehicles are to be locked after use by the driver. This is a safety precaution that is necessary to prevent passengers from sitting in too hot or too cold vehicles. Never leave the keys in the ignition in an unattended personal or Cottonwood, Inc. vehicle. Never leave the motor running in an unattended personal or Cottonwood, Inc. vehicle. This means that the staff person is present and in a position to prevent a consumer in engaging any part of the driver's console. Judgment and knowledge of passengers' likelihood of engaging in a high-risk behavior need to be considered when a staff person is present but not in the driver's seat.

13. Cell phone use, including any hands-free applications while driving on company business is prohibited for all categories of staff except as listed below. This applies to driving both a Cottonwood, Inc. vehicle and while driving your own vehicle on company business. The exceptions for receiving and making calls for rerouting purposes are the Health Support Specialist, JobLink staff, residential on-call staff, Shipping/Receiving Manager, Maintenance Supervisor, Residential Maintenance staff, and the Sales Manager. Texting, checking email, or operating any other potentially distracting applications is not allowed for any driver. Repeated violations or a serious resultant accident may be cause for disciplinary action.

14. There are posted speed limit signs in the parking lot. Staff driving in excess of the limit will be counseled and may be disciplined.

15. In the event of severe weather while in route, seek cover in the nearest available shelter (churches, fire stations, group home, hospital, business – etc. Avoid big box stores.) If you are in the path of an approaching tornado stay in the vehicle with your seatbelt on. Note: Lawrence has no public shelters.