

<b>Chapter:</b>	Technology & Facilities Management		
<b>Title:</b>	Agency Vehicles		
<b>Policy:</b> <input checked="" type="checkbox"/> <b>Procedure:</b> <input type="checkbox"/>	<b>Review Cycle:</b> Triennial  <b>Author:</b> Director of Operations	<b>Adopted Date:</b> 08.2021  <b>Review Date:</b> 07.2024	<b>Related Policies:</b> <a href="#">Agency Property</a> <a href="#">Tobacco-Free Facilities</a> <a href="#">Drug- and Alcohol-Free Facilities</a> Use of Personal Automobile and Travel Reimbursement

**Purpose:**

This policy sets forth guidelines for the use of Hopeful Horizons' (HH) owned, leased or rented vehicles.

**Scope:**

This policy applies to

- All HH Staff                       Selected HH Staff, as specified:  
 HH Board Members               HH Volunteers  
 Other:

**Policy:**

HH maintains agency vehicles for use by employees while conducting company business. HHs' Director of Operations is responsible for general fleet management. HH shall make sure agency vehicles are safe to drive before assigning them to employees and the DO/designee shall schedule routine required maintenance to ensure cars remain in good condition.

- A. **Required Documents:** Proof of title, lease or rental agreement for each vehicle and the original proof of current registration shall be maintained in hard copy in the administrative office. Digital copies shall be saved to a cloud-based file. A copy of the proof of current registration shall be maintained in the appropriate vehicle's glove compartment.
- B. **Approved Drivers:** Anyone driving an agency vehicle must have a copy of a valid South Carolina driver's license on file with Human Resources (HR). Approval to operate an agency vehicle also requires eligibility for coverage by the agency insurance carrier. The insurance carrier shall verify driving records and licensure status at the start of employment and at least annually for all authorized drivers.
- C. **Driver Training:** As part of the orientation, all prospective drivers shall complete the required training necessary to be approved for use of agency vehicles. Training shall include:
1. Driver Onboarding - Orientation to the specific vehicle:
    - i. Basic vehicle maintenance
    - ii. Vehicle adjustments
    - iii. Important documents
    - iv. Safety equipment
    - v. Vehicle operations
    - vi. Driver behavior
    - vii. Other HHs' related policies and procedures

2. Defensive and distracted driving
3. Emergency preparedness and emergency response – accident response and reporting unusual and critical incidents

An employee or other approved driver who is identified as having a driving infraction or who has violated HHs' policies related to use of agency vehicles shall be subject to additional training and driving restrictions consistent with the nature of the infraction.

- D. Reasonable Accommodation: In accordance with HHs' policy on reasonable accommodations, employees with disabilities or other conditions that require accommodation may be eligible to drive agency vehicles if all other criteria are met. Employees who take medication or who have conditions that restrict driving (affected sense of orientation, vision impairment, recent seizure history, etc.) will not be permitted to drive an agency vehicle until they have been cleared by a physician. An approved driver who has had a change in health status that affects their ability to drive shall notify HR within one business day.
- E. Approved Use: Agency vehicle use is restricted to HHs related business or activities for employees, volunteers, agency partners and clients. Clients and agency partners are not permitted to drive but can ride as a passenger. Any other use requires prior approval of the Chief Executive Officer (CEO), and the designated driver must meet approval requirements.
- F. Personal Vehicle Use and Carpooling: In situations where a group of staff members are going to attend the same training/meeting, the supervisor will try to arrange for an agency vehicle if there is an authorized driver in the group. If an agency vehicle is not available, staff shall be instructed, by their supervisor(s), to carpool in ways that are most cost effective. Should individual staff decide to drive their own vehicles due to personal reasons, they may choose to do that with the understanding that there will be no mileage reimbursement in accordance with HHs' Use of Personal Automobile and Travel Reimbursement policy. If the reason to drive separately is work related and approved by the supervisor, mileage may be reimbursed.
- G. Required Use of Seatbelts and Safety Restraints: All occupants of a HHs' operated vehicle must use seatbelts. Staff members, volunteers or other approved occupants who do not wear seat belts are subject to losing the privilege of driving/occupying an agency vehicle. If clients refuse to wear seat belts, they shall be refused transportation. Appropriate infant and child safety seats must be used when transporting children. The designated staff driver is responsible for making sure the seat(s) are properly secured and used. Children cannot be transported without their parent/caregiver. All clients who wish to receive transportation must sign a waiver of liability.
- H. Safety: Driver and passenger safety is a priority for HH. Approved drivers are required to obey all laws when driving an agency vehicle (including laws prohibiting distracted driving including the use of electronic communication devices while driving). Driving infractions can adversely affect insurance coverage and may be an indication of unsafe driving practices. Therefore, an approved agency driver who is cited for a driving infraction (agency or personal vehicle) shall report the citation to HR within one business day. Failure to report a citation may result in discipline including loss of agency vehicle driving privileges. Staff members and volunteers are responsible for fines resulting from any tickets or citations received while driving an agency vehicle.

Agency vehicles are to be used in accordance with HHs' [Tobacco-free](#) and [Drug- and Alcohol-Free Facilities](#) policies. Eating is also prohibited in agency vehicles. If staff choose to allow drinking in an agency vehicle, it is their responsibility to check the vehicle and clean up any spills upon their return.

- I. Agency vehicles shall be operated in accordance with HHs' Emergency Preparedness policy and Emergency Incident Response procedure. **Insurance:** HH shall carry full coverage insurance on its vehicles. The original current proof of insurance shall be maintained in hard copy in the administrative office. A digital copy for each vehicle shall be saved to a cloud-based file. A copy of the current proof of insurance shall be maintained in the glove compartment of the appropriate vehicle. Any staff involved in an accident must report the accident to the police. A second report of the accident must be made in writing to the DO in accordance with HHs' [Unusual and Critical Incidents](#) policy by the next business day. The report shall detail the date, time, and circumstances of the accident. The CEO and DO shall be notified as soon as feasible of an accident resulting in a fatality or serious injury resulting in hospitalization in accordance with HHs' [Unusual and Critical Incidents](#) and Accident-Injury Work-Site Related policies.
- J. Vehicle Maintenance: The DO is responsible for fleet maintenance in accordance with HHs' Vehicle Use and Maintenance Procedures.

**Communication and Training:**

Employees and volunteers shall receive notice of the Board's policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Staff approved to drive agency vehicles shall meet training requirements stipulated in the related and/or referenced policies.

**Definitions:**

NA

**Other Related Materials:**

Use of Agency Vehicles Procedure  
Incident – Accident Report  
Reasonable Accommodation Procedure

**References/Legal Authority:**

[Unlawful use of wireless communication devices while operating a motor vehicle, SC Code 56.5.3890 \(B\).](#)

**Change Log:**

Date of Change	Description of Change	Responsible Party
06.2023	Updates the policies to the new template; combines policy language from HHS' Employee Handbook and Policy Manual; Expands to leased or rented vehicles; adds communication & training and definitions.	N. Miller, Program Eval. Consultant
07.2024	This policy is updated to address compliance requirements with an insurance audit and includes updated formatting and additional approved driver training requirements.	N. Miller, Program Eval. Consultant