Policy Title: Use of Personal Vehicles/ Transportation of Clients

Program or Department: All

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Title of Staff Member(s) Responsible for Implementation: All Staff

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Policy:
Most employees will need to use their personal autos for work-related activities from time to time. The Agency maintains adequate automobile liability insurance to protect itself and requires that employees who use their vehicles for work-related activities maintain adequate automobile liability insurance to protect themselves. The Agency does not provide comprehensive or collision coverage on employees’ personal autos. **Staff members may not use their own vehicles to transport Agency clients.**

Procedures:
1. All employees who use their own vehicles for work-related activities (i.e. staff who provide home-based services) must present proof of a personal auto insurance policy with the following limits: $100,000 per person Bodily Injury, $300,000 per occurrence bodily Injury and $50,000 Property Damage or $300,000 Combined Single Limit. Copies of employees’ personal auto insurance policies will be obtained upon hire and annually after and kept in the personnel files.
2. Staff members should use Agency vehicles, transportation services with which the Agency has a contract and approved providers of public transportation to transport Agency clients. Staff members should encourage clients to utilize seat belts and child safety seats.

3. Under no circumstances should a staff member transport Agency clients in his/her personal vehicle. Instead, the procedures outlined in number 2 (above) should be followed. In a medical or psychiatric emergency, an ambulance or the police must be utilized to provide client transportation.

4. Staff members must properly use passenger restraint devices for their personal safety. Staff members must also make certain that seat belts and child safety seats are properly used and conform to RI State Law when transporting clients in Agency vehicles or assisting clients who are using other means of transportation.

5. The driving records of new employees whose responsibilities include transporting Agency clients (i.e.: via program vans or buses) will be checked at the time of employment and annually to determine if there are significant safety-related violations. (See Policy Use of Agency Vehicles).

6. Any accidents, damage to vehicles or possible injury of persons that occurs while conducting work-related activities must be reported according to the Agency policy on adverse incidents. A Police report must also be filed.

7. All employees who utilize their personal vehicles for work-related activities must ensure that their vehicles are free of safety hazards and have a current state inspection sticker. Employees are responsible for any insurance claims or expenses that are incurred from using their personal vehicles.

8. The Agency will reimburse employees who incur deductible expenses from an incident that occurs while using their own vehicles for work, up to $100. (This does not include commuting to and from work, or while parked at any of the Agency’s sites). Copies of the incident and police reports and evidence of deductible payment must be presented in order for employees to receive this reimbursement. This reimbursement is taxable to the employee.