



## TOWARD MAXIMUM INDEPENDENCE

### Vehicle Decline Agreement

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TMI requires specific documentation from employees upon hire and to be renewed upon expiration. One of the renewables is driving documentation. When an employee has more than one vehicle they transport clients or claim for mileage, the following documents are required to keep current:

- **Driver’s License –Class C and Class B**  
Proof of a valid, CA State Driver’s License is required. Upon expiration of this document, an employee must provide TMI with a copy of the new valid driver’s license reflecting the new expiration date.
- **Vehicle Insurance**  
TMI requires proof of vehicle insurance for employees who must drive their personal vehicles or the company vehicles as part of the job and additionally for those who bill TMI for mileage reimbursement. Proof of valid CA state vehicle/auto insurance is required. Upon expiration date of the policy, the employee must provide TMI with a copy of the updated, current policy information.
- **Vehicle Registration**  
For employees working at TMI’s office sites, under the oversight of Inland Regional Center regulations, employees must provide proof of current valid CA Vehicle Registration annually. California State law mandates annual renewal of this document, therefore employees must provide TMI with a copy of the current vehicle registration for the next year.

If an employee decides to delete one of the vehicles for transport purposes or mileage reimbursement, they must agree to the terms below:

I acknowledge that I have decided to not use the vehicle listed below for business purposes (transport others to work locations or claim mileage) and if I have a change of vehicles I will notify Human Resources immediately. It is understood that if I am found using more than one vehicle for business purposes or claiming mileage on that vehicle, I could face disciplinary action.

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*My signature indicates that I agree to the above mentioned Vehicle Decline Agreement.*

\_\_\_\_\_  
**Declined Vehicle Make and Model**

\_\_\_\_\_  
**Vehicle Year**

\_\_\_\_\_  
**Employee Name**

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