

**Please note: The following three policies may or may not apply to you as it depends on whether you drive clients as part of your duties. For purposes of efficiency, TMI requests that you sign all three policies and follow the policy that applies to you throughout your employment.**

## **TRANSPORTING CLIENTS PERSONAL VEHICLE USE POLICY**

The purpose of this policy is to promote the safety of clients, employees and volunteers when using personal vehicles for TMI business.

All employees or volunteers (also referred to in this policy as “driver”) driving a personal vehicle to transport TMI clients shall maintain a valid driver license, vehicle insurance, and must operate the vehicle in a safe manner at all times. Additionally, they must have a passing annual vehicle inspection on file. Some employees shall also maintain valid vehicle registration, if applicable. Please see TMI’s Mandatory Renewables policy within the employee handbook for important details regarding submitting proof of such documentation.

All employees will be given a copy of this policy and will be required to sign a confirmation receipt.

### **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 TMI’s guidelines and submit documentation of a current insurance policy. Please see TMI’s Mandatory Renewables policy within the employee handbook for further details.
3. Driving records must remain within TMI’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, placed on an unpaid suspension, or terminated.
4. All employees and volunteers driving on TMI business must maintain a valid driver license and insurance on all vehicles they drive. Any change in the status of their driver’s license or insurance must be reported to their supervisor and the human resources department (“HR”) immediately and prior to driving on TMI business. Employees and volunteers can contact HR by emailing [HR@tmi-inc.org](mailto:HR@tmi-inc.org). Please see TMI’s Mandatory Renewables policy within the employee handbook for further details.
5. Employees and volunteers transporting clients in personal vehicles will have their driving records monitored on a continuous basis via a tracking system connected to every state’s Department of Motor Vehicles.
6. The employee/volunteer’s insurance company serves as primary coverage with TMI’s insurance being secondary. This means the employee/volunteer’s insurance carrier is the first to respond to any claim, accident, or incident.
7. The personal vehicle used to transport clients must be properly maintained and in good working condition. For this reason, employees and volunteers must have a passing annual vehicle inspection on file. Only the Vehicle Inspection form created by TMI will be accepted. The Vehicle Inspection form can be found in the employee portal of TMI’s website (password is butterfly). If the certified technician indicates on the form that repairs are needed, the employee/volunteer will have 5 days to submit proof of the repairs to HR by emailing it to [HR@tmi-inc.org](mailto:HR@tmi-inc.org). Failure to provide this proof by the deadline may subject the employee to an unpaid suspension or immediate termination. Volunteers would not be allowed to drive clients until any necessary vehicle repairs are completed. Please see TMI’s Mandatory Renewables policy within the employee handbook for further details.
8. All employees and volunteers driving on TMI business who work directly with clients located within Riverside County must maintain a valid vehicle registration on all vehicles they drive. Any change in the status of their vehicle’s registration must be reported to their supervisor and HR immediately and prior to driving on TMI

business. Employees and volunteers can contact HR by emailing [HR@tmi-inc.org](mailto:HR@tmi-inc.org). Please see TMI's Mandatory Renewables policy within the employee handbook for further details.

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 TMI business are generally personally responsible for payment of such fines.
  - b) Employees and volunteers who are issued citations for any offense including traffic violations while driving on TMI business must notify their supervisor immediately when practicable, but in no case later than 24 hours. Failure to provide such notice may be grounds for disciplinary action. Additionally, employees may be assigned training to help improve their driving skills and knowledge. Such trainings are mandatory and employees will be paid for their time. These trainings may be assigned even if the offense occurred while the employee/volunteer was *not* working for TMI.
  - c) An employee or 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 TMI business, must notify his or her supervisor immediately when practicable, but in no case later than 24 hours. Conviction for such offense may be grounds for loss of privilege to transport TMI clients and/or further disciplinary action.
11. Any driver who is involved in a motor vehicle collision involving personal injury to any party shall notify their supervisor immediately. If the collision involves property damage only, the driver shall notify their supervisor immediately. Additionally, **the driver must complete TMI's Automobile Accident Report within 24 hours.** The Automobile Accident Report can be submitted electronically by accessing it via the employee portal on TMI's website (password is butterfly).
12. The driver shall use hands-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. The driver shall, at all times, drive defensively and take actions behind the wheel that will convey a favorable impression to the public.
14. No smoking in personal vehicles while transporting clients.
15. Only clients and individuals conducting agency business are to be in a personal vehicle while transporting clients.
16. Employees/volunteers are not allowed to drive clients in a vehicle other than the one that is on file with TMI unless they: (1) complete the Vehicle Decline Agreement (found in the employee portal of the TMI website) and (2) the vehicle that the employee/volunteer will now use has been through a vehicle inspection using the TMI Vehicle Inspection form. There are some exceptions if the vehicle is newly purchased from a dealership – see HR for details.
17. TMI requires that employees/volunteers have only one vehicle on file. However, if an employee/volunteer wishes to have two vehicles on file then that is their choice and TMI will not reimburse the cost of the inspection nor pay the employee for time spent getting the inspection. TMI will also not reimburse miles driven to get the inspection.
18. All client transportation will be documented in TMI's mileage reimbursement system. The mileage rate paid to drivers is at least the amount set by the IRS.

\* See last page for confirmation of receipt and signature page. \*

## COMPANY VEHICLE USE POLICY

The purpose of this policy is to set forth the guidelines under which TMI's vehicles may be used by employees also referred to as "drivers" in this policy.

Vehicles owned or leased by TMI are to be used solely for TMI business. There shall be no personal use of the vehicles. Individuals driving TMI vehicles may have occasions where an incidental stop is necessary between business stops. Such use shall not be considered to be in violation of this policy. When not in use vehicles may be safely parked at a driver's home or at a TMI office.

All employees who drive vehicles owned or leased by TMI will be given a copy of this policy and will be required to sign a confirmation receipt.

### Rules Governing Use:

1. TMI vehicles may only be operated by authorized individuals who have TMI approval, are at least 18 years old, possess a valid driver's license issued by the state of their current residence for the appropriate class(es) of vehicle(s), and have at least three years of experience driving the specific type of vehicle to be used.
  - a) There shall be no personal use of the vehicles. This means the vehicle cannot be used during evenings or weekends unless the driver's shift occurs during one of those times. Vehicles cannot be used for purposes of vacations, road trips, etc.
2. Drivers are to complete a pre-trip inspection prior to taking a vehicle out.
3. Drivers are to complete a Company Vehicle Inspection Checklist *every week*. The Inspection Checklist forms can be requested from the employee's supervisor. The forms are also located in the employee portal of the TMI website (password is butterfly). This completed Checklist is to be given to Jessie Campbell (Associate Executive Director) no later than the 5<sup>th</sup> of the following month.
4. Drivers are expected to keep TMI vehicles clean, and to report any malfunction or damage to their supervisor and to Jessie Campbell (Associate Executive Director) immediately. Drivers must complete a Company Vehicle Cleaning Log and the vehicle must be disinfected after each use. The Inspection Checklist forms can be requested from the employee's supervisor. The forms are also located in the employee portal of the TMI website (password is butterfly). The completed log must be given into Jessie Campbell (Associate Executive Director) no later than the 5<sup>th</sup> of the following month.
5. Drivers will have their driving records monitored on a continuous basis via a tracking system connected to every state's Department of Motor Vehicles.
6. No alterations of vehicles are permitted. Examples include stereos, amplifiers, radar detectors, trailer hitches, window tinting.
7. 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.
8. Drivers shall obey all applicable traffic and parking regulations, ordinances, and laws.
  - d) Employees who incur parking or other fines in TMI vehicles will generally be personally responsible for payment of such fines.
  - e) Employees who are issued citations for any offense including traffic violations while using a TMI vehicle must notify their supervisor and Jessie Campbell (the Associate Executive Director & Director of IW) immediately when practicable, but in no case later than 24 hours. Failure to provide such notice may be grounds for disciplinary action. Additionally, employees may be assigned training to help improve their driving skills and knowledge. Such trainings are mandatory and employees will be paid for their time.

- f) 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 in a TMI vehicle, must notify their supervisor and Jessie Campbell (the Associate Executive Director & Director of IW) immediately when practicable, but in no case later than 24 hours. Conviction for such offense may be grounds for loss of TMI vehicle privileges and/or further disciplinary action.
9. Any driver who is involved in a motor vehicle collision involving personal injury to any party shall notify their supervisor and Jessie Campbell (Associate Executive Director) immediately. If the collision involves property damage only, the driver shall notify their supervisor and Jessie Campbell (Associate Executive Director) immediately. **A TMI Automobile Accident Report must be submitted to the human resources department within 24 hours. This report can be submitted electronically by accessing it via the employee portal on TMI's website** (password is butterfly). Refer to the TMI's Safe and Secure Workplace policy for all related procedures.
10. The driver shall use hands-free equipment when it's 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.
11. All persons operating TMI vehicles shall, at all times, drive defensively and take actions behind the wheel that will convey a favorable impression to the public.
12. TMI shall not be liable for the loss or damage of any personal property transported in the vehicle.
13. Smoking is prohibited in all TMI vehicles and all operators and passengers are required to comply with this policy.

\* See last page for confirmation of receipt and signature page. \*

## NON-TRANSPORT/NON-DRIVER POLICY

The purpose of this policy is to set forth the guidelines under which employees who don't drive clients as part of their regular duties. This policy also sets forth the guidelines under which employees who don't drive at all (i.e., they don't have a driver license).

Employees who either (1) don't drive clients as part of their job duties or (2) don't drive at all because they haven't been issued a driver license, agree that **they are not allowed to transport a client in any vehicle whether that vehicle is managed by TMI or not.** If an employee hasn't been issued a driver license (known as "non-drivers") they are also prohibited from driving TMI employees in a vehicle.

Employees who don't drive clients as part of their regular job duties must still provide TMI with proof of valid, unexpired vehicle insurance and valid, unexpired driver license throughout their employment as set forth in the Mandatory Renewables policy in the employee handbook.

If at any point during their employment, an employee's job duties change such that they may need to transport clients either in their personal vehicle or one managed by TMI, the employee must inform the human resources (HR) department immediately by sending an email to [HR@tmi-inc.org](mailto:HR@tmi-inc.org). Employees are not allowed to begin driving any TMI clients or TMI employees until after they have sent the HR department specific documentation such as proof of: a passing annual vehicle inspection; valid, unexpired vehicle insurance; valid, unexpired driver's license; and possibly a valid, unexpired vehicle registration, AND the HR department has sent you confirmation that you may begin driving.

All employees will be given a copy of this policy and will be required to sign a confirmation receipt.

### Confirmation of Receipt

I, \_\_\_\_\_, (print name) understand and agree that it is my responsibility to read and comply with the following policies that apply to me:

- Transporting Clients Personal Vehicle Use Policy;
- Company Vehicle Use Policy; and
- Non-Transport/Non-Driver Policy

I understand that failure to comply with any and all provisions of these policies may result in disciplinary action up to and including removal of authorization to transport TMI clients, suspension and/or termination of employment or volunteer assignment. If I have any questions, I will contact my supervisor or the HR department.

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Print Driver Name

\_\_\_\_\_  
Date