

Policy on Vehicle Control

- Vehicle keys must stay in a locked office when not in use.
- Only drivers and staff on site and working at a [AGENCY] location are allowed access to vehicle keys.
- Vehicles are not to be used for personal use.
- Vehicles are locked, sanitized, and cleaned after each use, as well as at the end of each day to ensure they are clean and secure.
- damage is reported problems to your assigned vehicle to the Transportation Manager immediately.
- Each day, prior to use, a daily inspection and safety check is performed and documented. These checks include inspection of tires, glass, body, paint, interior, lights, oil (1x per week) and washer fluid (1x per week).
- Vehicles are parked in secure areas whenever possible.
- If the vehicle has an ADA ramp, the ramp must be tested and inspected once a day if the vehicle is in use.
- Seatbelts are required to be worn at all times.
- All traffic laws in the jurisdiction must be followed and drivers must be courteous toward other drivers.
- approved drivers must report any changes to his/her driving privileges, such as a driver's license suspension, immediately.
- Always lock vehicles when leaving them unattended.
- drivers must not drive while intoxicated, fatigued, or on medication that affects his/her driving ability.
- Do not smoke in any company vehicle.
- Do not text while driving.
- Do not allow unauthorized drivers to use a company vehicle.