

Downtown Chico Business Association (DCBA) Vehicle Use Policy



Purpose:

This policy governs the use of company and personal vehicles by Downtown Chico Business Association employees and volunteers while conducting DCBA business. The purpose of this policy is to ensure safe vehicle operations and compliance with insurance requirements.

Scope:

This policy applies to all employees and volunteers who are authorized to operate company-owned vehicles or use their personal vehicles for DCBA business purposes.

Authorized Vehicle Use:

1. Company Vehicles:

- Company vehicles may be used for business purposes including but not limited to errands, shopping, and transporting event equipment from storage to event locations.
- Personal use of company vehicles is strictly prohibited unless specifically authorized by DCBA management.

2. Personal Vehicles:

- Employees and volunteers may use their personal vehicles for DCBA business purposes as outlined above.
- DCBA will reimburse for mileage at the current IRS standard mileage rate for all approved business use.

Driver Eligibility and Requirements:

1. Licensing and Insurance:

- All drivers must possess a valid driver's license and have no disqualifying restrictions.
- Drivers using their personal vehicles must provide proof of insurance with minimum liability limits of \$100,000 per person and \$300,000 per accident. Proof of insurance must be submitted annually to the DCBA.

2. Motor Vehicle Reports (MVRs):

- DCBA will conduct annual reviews of Motor Vehicle Reports (MVRs) for all employees and volunteers authorized to drive on behalf of the organization.
- Any person with a driving record that includes DUI/DWI convictions, reckless driving, or excessive speeding violations within the past three years will be ineligible to drive for DCBA purposes.

Safety and Maintenance Program for Company Vehicles:

1. Routine Maintenance:

- All company vehicles will undergo regular maintenance checks to ensure they are in safe operating condition. This includes routine oil changes, tire checks, brake inspections, and other necessary services as per the vehicle manufacturer's recommendations.
- A log will be maintained for each vehicle documenting all maintenance activities.

2. Safety Inspections:

- Vehicles will be inspected annually for safety compliance by a qualified mechanic. Any issues identified during inspections must be addressed promptly.

3. Accident Procedures:

- In the event of an accident, drivers must immediately report the incident to DCBA management and the local police (if applicable).
- An accident report form must be completed and submitted to DCBA management within 24 hours of the incident.
- DCBA will contact the insurance provider.
- Follow legal guidelines for exchanging information with other drivers and report the accident to local police if required.
- Do not guarantee payment or accept responsibility without company authorization.

Responsibilities:

- Drivers are responsible for operating vehicles in a safe manner, adhering to all traffic laws, and following the guidelines set forth in this policy.
 - Obey traffic laws in your jurisdiction and be courteous toward other drivers.
 - Document driving expenses.
 - Monitor gas, tire pressure, and all fluid levels.
 - Report any damage or problems to your assigned vehicle immediately.
 - Report changes to your driver privileges, such as driver's license suspension, immediately.
 - Always lock company cars.
 - Bring vehicle to scheduled maintenance appointments.
 - Do not drive while intoxicated, fatigued, or on medication that affects your driving ability.
 - Do not smoke in any company vehicle.
 - Do not lease, sell, or lend a company vehicle.
 - Do not use a phone or text while driving.
 - Do not allow unauthorized drivers to use a company vehicle unless required by an emergency.

Employees who violate company vehicle rules are subject to disciplinary actions which may include verbal and written warnings, suspension of vehicle privileges, termination and legal action.

- DCBA Management is responsible for ensuring compliance with this policy, conducting driver eligibility checks, and maintaining vehicle safety and maintenance records, providing car insurance.

Policy Enforcement:

Failure to comply with this vehicle use policy may result in disciplinary action, up to and including termination of employment or volunteer status. Additionally, individuals may be held personally liable for any damages resulting from unauthorized use.

Policy Review and Update:

This policy will be reviewed annually and updated as needed to ensure it remains compliant with applicable laws and insurance requirements.

This policy is effective as of April 18, 2024 and supersedes any previous vehicle use policies. All DCBA employees and volunteers are required to acknowledge receipt and understanding of this policy and agree to adhere to its terms.

Approved by DCBA Executive Committee

Signed:



DCBA Employee or Volunteer Receipt and Agreement to adhere to the Terms as set forth.

Date:

Employee/Volunteer Name

Email Address

Mobile Phone

Signature