



Homefull Company Vehicle Usage Policy

The purpose of this employee acknowledgment is to set forth the guidelines under which Homefull's vehicles may be used for the safety and well-being of all employees and clients (The term "vehicle," as used in these guidelines, includes, but is not limited to, cars, trucks, or the Mobile Grocery).

Vehicles owned or leased by Homefull are to be used solely for Homefull business. There shall be no personal use of the vehicles unless the employee has prior approval from the CEO. Individuals driving Homefull 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. Vehicles shall not be taken home unless approved by Homefull administration.

All employees will review and sign this acknowledgement prior to operation of any Homefull vehicle. Adherence to all policies and procedures pertaining to vehicle safety is strictly enforced.

1. Homefull vehicles may only be operated by authorized individuals who 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 who have Homefull approval. Homefull approval will include the employee/driver being approved by the agency's insurance. Employees approved to drive on company business are required to inform their supervisor of any changes that may affect either their legal or physical ability to drive or their continued insurability.
2. Employees holding jobs requiring regular driving for business as an essential job function must, as a condition of employment, be able to meet the driver approval standards of this policy at all times.
3. Before departing with the vehicle, employees must log the starting mileage in the book located in the vehicle and perform a visual inspection of the vehicle noting any issues such as dents, scratches, or maintenance items. Before returning the vehicle, employees must log the ending mileage.
4. Drivers are expected to keep Homefull vehicles clean, which includes ensuring that no trash such as discarded drink containers are left in the vehicle upon return. Drivers are expected to never return a Homefull vehicle with the gasoline gauge below a half of a tank. If the tank is less than $\frac{1}{2}$ full, please obtain a credit card from a Program Manager and fill the tank or the employee may choose to fill the tank with their own funds and submit for reimbursement.
5. It is expected that all vehicles are maintained in a safe and operable manner. If you suspect any repairs or maintenance issues that need to be addressed please bring it to the attention of the appropriate manager immediately.
6. All persons operating Homefull vehicles shall, at all times, drive defensively and take actions behind the wheel that will convey a favorable impression to the public.
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. No alterations of vehicles are permitted. Examples include stereos, amplifiers, radar detectors, trailer hitches, or window tinting.



9. Employees who drive a vehicle on company business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Use of handheld cell phones (including texting) while behind the wheel of a moving vehicle being used on company business is strictly prohibited. Employees are responsible for any driving infractions or fines as a result of their driving.
10. Nonemployees and nonbusiness passengers (i.e., family and friends) are prohibited from riding in company vehicles.
11. No personal items are to be stored in the vehicles. Homefull shall not be liable for the loss or damage of any personal property transported in the vehicle.
12. Employees who use their personal vehicles for approved business purposes will receive a mileage reimbursement equal to the Internal Revenue Service optional mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation and insurance. Employees who operate personal vehicles for company business should obtain auto liability coverage for bodily injury and property damage with a special endorsement for business use, when necessary as determined by their personal insurance agent.
13. Employees must report any accident, theft or malicious damage involving a company vehicle to their supervisor, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 48 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident; however, employees should make no voluntary statement other than in reply to questions of investigating officers.
14. Drivers shall obey all applicable traffic and parking regulations, ordinances, and laws.
 - a. Employees who incur parking or other fines in Homefull vehicles will generally be personally responsible for payment of such fines.
 - b. Employees who are issued citations for any offense while using a Homefull vehicle must notify their supervisor or Division Director immediately when practical, but in no case later than 24 hours. Failure to provide such notice may be grounds for disciplinary action.
 - c. 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 Homefull vehicle, must notify his or her supervisor or Division Director immediately when practical, but in no case later than 24 hours. Conviction for such offense may be grounds for loss of Homefull vehicle privileges and/or further disciplinary action.
15. Employees who are on call on a 24-hour basis may be allowed to take a company vehicle home so they can respond as soon as possible. Such employees need to provide a written acknowledgment that they fully understand that the vehicle is used only as part of emergency response and not for personal use.
16. Smoking is prohibited in all Homefull vehicles and all operators and passengers are required to comply with this policy.
17. Employees are not permitted, under any circumstances, to operate a company vehicle or a personal vehicle for company business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any company vehicle at any time or operate any personal vehicle



while on company business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.

18. If an employee desires to borrow an agency vehicle for personal use, the request must be approved by the CEO at least 1 week in advance. The employee must show proof of personal vehicle insurance in order to remove the agency vehicle for personal use. The employee must sign the Vehicle use form that includes the date of use as well as the date and time of return. Agency vehicles may not be used for illegal activity and all regular agency vehicle policies must be followed. Any damage or loss that occurs during personal use will be the responsibility of the employee.

19. Upon termination/separation from Homefull, all agency vehicles must be returned immediately in proper working order. Staff members will be held financially responsible for any unreturned agency vehicles. Failure to return vehicles will be considered theft and can lead to criminal prosecution by Homefull.

I, _____, (print name) have read and understand the Vehicle Use Policy established by Homefull. I agree to abide by the provisions of this policy. I understand that failure to comply with any and all provisions of this policy may result in disciplinary action up to and including removal of Homefull vehicle privileges, suspension and/or termination of employment.

Driver Signature

Print Driver Name

Date