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PURPOSE:

- To provide Agency employees with guidelines for obtaining, qualifying for, and using a company vehicle, applicable to all employees during and outside of working hours.
- A “company vehicle” is any vehicle owned or leased by Helms Home Care and assigned, either temporarily or long-term, to an Agency employee.

QUALIFICATION:

- Executive level employees may qualify for a long-term company vehicle if they drive 12,500 miles or more per year for work purposes, need a company vehicle for their daily work.
- Only employees with a clean driving record and active auto insurance are eligible to drive a company vehicle.
 - All employees shall provide a valid and current driver’s license upon hire along with proof of auto insurance.
 - A clean driving record means the employee has not been held at fault for a car accident or arrested on charges of violating vehicle and traffic laws in the most recent two (2) year period.
- Helms Home Care can assign and revoke access to company vehicles at its sole discretion.
- Usage of a company vehicle may be temporarily granted to non-executive employees for specific work-related purposes, such as, but not limited to:
 - Bank run
 - Supply pickup/delivery
 - Sales / Marketing trip
 - Transport of out-of-town guest(s) / employee(s)
 - Additional work purposes at executive management discretion

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RESPONSIBILITIES:

- The Agency is responsible for the following, as related to company vehicles:
 - ensuring vehicles are safe to operate
 - replacing vehicles as needed
 - paying for maintenance, repairs, gasoline, and insurance
 - maintaining active insurance coverage
- The Employee is responsible for the following, as related to company vehicles:
 - scheduling & completing maintenance/service appointments
 - selecting a reputable, local vehicle service center for maintenance needs
 - paying any fines received while operating / responsible for a company vehicle
 - posting bail if arrested while operating / responsible for a company vehicle

DRIVER RULES:

Employees who violate driver rules in a company vehicle are subject to disciplinary action (verbal or written warning, suspension of vehicle privileges, termination, and/or legal action).

- Obey traffic laws in your jurisdiction and be courteous toward other drivers.
- Document driving expenses.
- Monitor gas, tire pressure, and 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.
- Lock the vehicle during operation/travel and when exiting/leaving the vehicle.
- Bring the 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 operate a company vehicle unless required in an emergency.

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PERSONAL USE:

- Helms Home Care may allow personal use of company vehicles for extenuating circumstances only, with executive management approval.
- Personal use includes personal errands between business activities, commuting between the workplace and home, or using the vehicle outside of business hours for non-business travel.
 - All work safety rules continue to apply when a company vehicle is used for personal purposes.
- When an employee uses a company vehicle for personal use it is considered a taxable fringe benefit unless it is considered a De Minimis Transportation Benefit.
 - Commuting valuation: Multiply each one-way commute by \$1.50.
 - De Minimis Transportation Benefits is any local transportation benefit provided to an employee that has so little value (considering how frequently transportation is provided) that accounting for it would be unreasonable or administratively impracticable.

ACCIDENT PROCEDURES.

- In the event an accident occurs, the Agency employee shall contact the Agency HR Manager or Administrator as soon as it is safe to do so.
 - Agency employees shall not guarantee payment or accept responsibility or converse with other drivers until authorized by the HR Manager or Administrator.
- The Agency HR Manager or Administrator will contact the insurance provider and follow guidelines for exchanging information with other driver(s).
- The Agency HR Manager or Administrator will also contact / report the accident to local police if required.