



**Office Address:** 827 Broadway, Suite 200, Oakland, CA 94607

**Mailing Address:** PO Box 70153, Oakland, CA 94612

www.cep.ngo | info@cep.ngo | (510) 588-9750

## **Personal Vehicle Use Policy**

The purpose of this policy is to promote the safety of employees and volunteers when using personal vehicles for Community Education Partnerships (CEP) business.

**All staff or volunteers driving a personal vehicle for any CEP related business shall maintain a valid driver's license, insurance, and must operate the vehicle in a safe manner at all times.**

### Standards:

1. Driving records must remain within the insurance carrier'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 drive their personal vehicle on CEP business.
2. All employees and volunteers driving on CEP business must maintain a valid driver's 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 immediately and prior to driving on CEP business.
3. Employee/volunteer insurance serves as primary coverage with CEP's insurance being secondary. CEP's insurance would be excess only for liability. Physical damage to an employee/volunteer vehicle while driving on official CEP business, is not covered by CEP's auto insurance.
4. The personal vehicle used must be properly maintained and in safe mechanical condition as required by law.
5. 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.
6. Drivers shall obey all applicable traffic and parking regulations, ordinances, and laws.
  - a. Employees and volunteers who incur parking or other fines while on CEP business are personally responsible for payment of such fines.
  - b. Employees and volunteers who are issued citations for any offense while driving on CEP business must notify their CEP coordinator immediately when practicable, but in no case later than 24 hours. Failure to provide such notice may be grounds for disciplinary action.
  - 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



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while on CEP business, must notify their CEP coordinator immediately when practicable, but in no case later than 24 hours. Conviction for such offense may be grounds for loss of privilege to transport CEP clients and/or further disciplinary action.

7. Any driver who is involved in a motor vehicle accident while on agency business involving personal injury to any party shall notify their CEP coordinator immediately. If the accident involves property damage only, the driver shall notify their supervisor upon return to the work location.
8. The driver shall use hand's 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.

I, \_\_\_\_\_ (Print Name), have read and understand the Personal Vehicle Use Policy established by CEP. 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 authorization to drive my personal vehicle on CEP business, suspension and/or termination of employment or volunteer assignment.

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

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

\_\_\_\_\_  
Date