

## NORTHCARE NETWORK

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| <b>POLICY TITLE:</b><br>Agency Vehicles/Travel | <b>CATEGORY:</b><br>Personnel  |  |
| <b>EFFECTIVE DATE:</b><br>1/1/15               | <b>BOARD APPROVAL DATE:</b><br>12/10/14  |  |
| <b>REVIEW DATE:</b><br>6/6/24                  | <b>REVISION(S) TO POLICY STATEMENT:</b><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <b>OTHER REVISION(S):</b><br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>RESPONSIBLE PARTY:</b><br>HR Specialist     | <b>CEO APPROVAL DATE:</b> 7/2/24<br>Megan Rooney, CEO  |  |

### **APPLIES TO**

NorthCare Network Personnel

### **POLICY**

NorthCare Network vehicles will be made available for staff to utilize for agency business as resources permit.

### **PURPOSE**

The purpose of this policy is to ensure the safety of those individuals who drive agency vehicles and to provide guidance on the proper use of company fleet vehicles.

### **DEFINITIONS**

N/A

### **REFERENCES**

NorthCare SOP Agency Vehicle Use Procedure  
NorthCare Travel Expense Policy

### **HISTORY**

NEW POLICY 1/1/15

REVISION DATE: 8/22/16, 4/6/18, 2/12/19, 11/24/19, 9/29/20, 8/26/21, 6/6/24

REVIEW DATE: 12/3/14, 10/16/15, 8/22/16, 6/20/17, 4/6/18, 2/12/19, 11/24/19, 9/29/20, 8/26/21, 10/28/22, 8/17/23, 6/6/24

CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 7/13/17, 5/10/18, 3/14/19, 12/3/19, 10/6/20, 9/7/21, 11/1/22, 9/5/23, 7/2/24

BOARD APPROVAL DATE: 12/10/14

### **PROCEDURES**

When utilizing NorthCare Network vehicles, the following will apply:

1. Employees are required to have a valid Michigan driver's license in possession while driving a vehicle on official business.
2. The use of seatbelts is mandatory.
3. The use of cell phones while driving is prohibited.
4. Smoking is prohibited in agency vehicles.
5. Staff will abide by all Michigan motor vehicle laws while driving an agency vehicle.

6. If a collision or other accident occurs while employees are driving a motor vehicle on official business, an Adverse Incident Report and any related forms outlined on that report must be submitted. If the employee is unable to do so, the supervisor and/or the Human Resource Specialist is responsible for submitting this report.
7. If an employee receives a ticket while driving an agency vehicle, an Adverse Incident Report must be completed and turned into the Supervisor and/or HR Specialist.
8. While driving a NorthCare Network vehicle, the agency insurance policy covers the accident under the no-fault insurance coverage required under Michigan Law.
9. The availability of agency vehicles will be prioritized based on the need for distance and length of travel. If all vehicles have been reserved and another staff person needs a vehicle, priority will be given to the staff person(s) traveling the furthest. Staff will coordinate with each other to decide who is traveling the furthest and update the vehicle calendar if needed. The staff person traveling the shortest distance will contact their supervisor directly to request the use of their personal vehicle. Supervisor approval is necessary for use of personal vehicles in the event an agency vehicle is unavailable. This will be considered on an individual basis. Staff are expected to carpool and plan travel around car availability whenever possible.
10. The approval to use a personal vehicle should not be considered ongoing and will be reviewed on an as needed basis. If an agency vehicle is not used because the employee's preference is to utilize their own personal vehicle and/or the supervisor's approval is not obtained in advance, the employee will not be reimbursed mileage.
11. If in the event, a staff member requests use of personal vehicle to travel to a work-related event (ex. conference, meeting, etc.) with plans to extend their stay for personal reasons, supervisor approval is needed. Only mileage one way to the work-related event will be reimbursed.

When employees are driving their own vehicle on official business, their no-fault insurance provides basic protection.

Travel (mileage and time) to and from the employee's designated worksite shall not be reimbursed.

Employees should also reference the Travel Expense Policy for further information on travel related expenses as well as the Agency Vehicle Use Procedure.