

Procedure No. 1-8-4  
 Replaces Procedure No. 1-8-4

Revised: 12-01-03  
 Issued: 1-30-98

**SUBJECT:** Use of Personal Vehicles For Business Purposes

**PURPOSE:** To carry out the mandate of Leadership Policy No. 1 and to establish guidelines to be followed in use of personal vehicles.

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Employees who use their personal vehicles for business purposes will be required to sign an "Agreement of Understanding" (attached to this Procedure) which outlines the expectations and responsibilities of both the employee and the employer.

All drivers driving on Woodhaven business must conform to "Rules Governing Organization Vehicles" as written in Procedure 1-8-3.

Mileage will be reimbursed to employees who utilize their personal vehicles for pre-authorized business use. Managers are expected to utilize agency vehicles but in some cases this may not be feasible. Authorized mileage will be paid at the rate set by the agency.

Staff who utilize their own vehicles for business purposes should be aware that their insurance companies may increase their premiums if the vehicle is used for business purposes and such an increase is the total responsibility of that staff.

To ensure safety of Woodhaven staff and persons served, all employees are required to pull Woodhaven vehicles or their personal vehicle from traffic when using cellular phones to conduct Woodhaven business. Woodhaven will not be held liable if an accident occurs because of staff's failure to follow this directive.

Requests for reimbursable mileage may be submitted monthly but mileage over 6 weeks past will not be reimbursed.

**USE OF PRIVATE VEHICLES AT ISL'S** - If a car is available at an ISL and several trips or errands are to be made, the manager may find it less expensive for Woodhaven to utilize the agency vehicle rather than their personal vehicle.

To be reimbursed, the employee should submit details of the travel which includes date of travel, mileage, purpose of trip, and travel locations, both from and to. A form is attached to itemize travel for reimbursement. Below is part of the form and an example:

4-30-03      8 miles From: Dustin ISL To: Woodhaven Attend meeting

DATE	MILEAGE	FROM	TO	PURPOSE OF TRIP
04-30-03	8	Dustin Street ISL	Woodhaven	Attend meeting
04-30-03	12	Brewer Street ISL	Bethel ISL	Between houses

Approved by: \_\_\_\_\_  
 Chief Executive Officer

Date: \_\_\_\_\_

Attachment: Mileage Reimbursement Form  
 Agreement of Understanding

**AGREEMENT OF UNDERSTANDING**

Employees choosing to use their private vehicle to transport individuals being served by Woodhaven while on duty shall:

1. Maintain vehicle in safe operating condition;
2. Maintain an acceptable driver status as defined in Woodhaven's Procedure No. 1-8-3.
3. Maintain in good standing, their liability insurance of at least the minimum level required by State law.
4. Voluntarily copy proof of liability insurance to the Office of Human Resources upon each renewal.
5. Understand that any accident and/or injury occurring while transporting a person served or employed by Woodhaven in their private vehicle, shall be their responsibility and that of their insurance carrier.
6. Understand that they may be required by their insurance carrier to notify that carrier that they are using their vehicle for business use and any increase in premium rate will be at the employee's expense.
7. Submit a mileage reimbursement request signed by employee and supervisor to the Woodhaven Accounting Office. Mileage reimbursement will be at the IRS approved rate and can be anticipated ten days following request to the Woodhaven Accounting Office.
8. If client causes damage to the private vehicle, Woodhaven may or may not reimburse expenses, depending on the circumstances.

Employee Signature: \_\_\_\_\_

Program Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Revised: 12-01-03

Attachment to Procedure No. 1-8-4

