

## **The Arc of Prince George's County, Inc. Vehicle Policy**

### **Policy overview:**

The Arc of PGC company vehicle policy gives employees guidelines for obtaining, qualifying for, and using a company vehicle. A “company vehicle” is any vehicle The Arc of PGC assigns to employees. This policy applies to all employees who use a company vehicle, and applies during and outside of working hours.

### **Qualifications for Arc vehicle use:**

Employees must complete a form and submit a copy of their driver's license. Employees are only allowed to drive a company car if they have a valid driver's license and a clean driving record for at least [2 years].

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. The Arc can assign and revoke access company vehicles at its discretion; and annually reviews all MVA records.

### **Company vehicle rules:**

- Obey traffic laws in your jurisdiction and be courteous toward other drivers.
- All vehicle citations will be made through payroll deduction if fines are not paid within 2 weeks of notification.
- Document driving mileage and destination.
- Monitor gas, tire pressure, and all fluid levels.
- Do not use illegal drugs and/or consume alcohol while driving
- Report any damage or problems to your assigned vehicle immediately.
- Report changes to your driver privileges, such as driver's license suspension, immediately.
- Always lock company cars.
- Bring 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 use a company vehicle unless required by an emergency
- Do not transport unauthorized staff, family, or friends.

Employees who violate company vehicle rules are subject to **disciplinary actions** which may include verbal and **written warnings**, suspension of vehicle privileges, **termination** and legal action.

**Accidents:**

- Contact the The Arc’s HR department and Program Administrator immediately, provide vehicle accident report and any workman compensation form as required. Driver must also take a drug test within 24 hours.
- Follow legal guidelines for exchanging information with other drivers and report the accident to local police if required
- If possible, please provide pictures of accident. Do not guarantee payment or accept responsibility without company authorization.

**The Arc of Prince George’s County, Inc. responsibilities:**

- Ensuring vehicles are safe before assigning them.
- Scheduling regular maintenance.
- Providing car insurance.

**What The Arc of Prince George’s County is not responsible for:**

- Paying fines employees receive while driving company vehicles.
- Making bail for employees who are detained while driving company cars.

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County, Inc. I have read and fully understand and agree to The Arc of Prince George’s guidelines, requirements and policies as stated herein.

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

\_\_\_\_\_  
Printed Name \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name \_\_\_\_\_

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*For people with intellectual and developmental disabilities*