

VEHICLE USAGE POLICY

Effective Date: December 17, 2015

Background: The Region VII Workforce Development Board authorized the purchase of vehicles to be used by WDB Staff in the performance of official Workforce Development Board business within Region VII, the state of West Virginia, and other states within close proximity of West Virginia.

Reference: Usage of the WDB owned vehicles shall be governed by this policy which will reiterate State policy and Eastern West Virginia Community Action Agency, Inc. (EWVCAA) Policy related to travel and travel reimbursement. All personnel authorized to operate the WDB owned motor vehicles will be aware of the regulations outlined with this policy, prior to operation of the WDB owned vehicles.

Policy: All vehicle operators will adhere to the following procedures and processes:

- a. Each driver of a WDB owned motor vehicle must have a valid state driver's license.
- b. Each driver of a WDB vehicle must be named as a driver on the Insurance Policy issued by the WV Board of Risk.
- c. Each driver agrees to operate the vehicle in accordance with applicable state and local driving laws.
- d. Any ticket received by any operator of a WDB vehicle will be responsible for the full payment of the ticket, to include fines and any court costs.
- e. The operator will be responsible for the cleanliness of the vehicle during use when the vehicle is returned.
- f. The WDB vehicles, when not in use, will be stored at the respective One-Stop Career Centers located in Martinsburg and Moorefield.
- g. Operators may take the vehicle home to shorten travel time when travel will entail early morning departure that otherwise would extend the traveler's time if the vehicle had to be picked up at the WDB office building.
- h. Operators will be excluded from returning the vehicle to the main office during late travel when such travel may be deemed as unsafe due to long days and long driving hours.
- i. All vehicle use for official WDB business must be approved by the WDB Executive Director.
- j. The WDB Director will prioritize vehicle use and will be authorized to allow staff to utilize personal conveyance when needed to accommodate joint meetings at differing locations.
- k. All receipts for gas, repairs, maintenance, etc. must be retained and forwarded to appropriate WDB staff.
- l. Vehicles will be operated by designated WDB staff. Vehicles will be used in conjunction with office WDB business and only those personnel deemed as having WDB business will be authorized passengers in the vehicle.

Vehicle Maintenance: All vehicle maintenance will be performed in accordance with the vehicle maintenance schedule supplied by the manufacturer. Every attempt will be made to utilize the manufacturer of the vehicle for all warranty work and other required maintenance. High dollar maintenance will be procured in accordance with the WV State Procurement Procedures. Emergency maintenance, i.e. roadside maintenance can be performed by the driver utilizing the company credit card. However, repairs that exceed \$300 must be approved by the WDB Executive Director prior to the repairs being completed. Towing charges are not included in the \$300 repair limit.

Driver Responsibility: Each driver, prior to dispatching the vehicles, will conduct a visual inspection of the complete vehicle to ensure tires are properly inflated, no broken glass, lights functioning, etc. Vehicle fuels, to include motor oil level, should be checked. It will be the responsibility of each driver to make known to the WDB Executive Director any problems noted while operating the vehicles. Drivers are not to utilize cellular phones or any other electronic devices while operating the WDB vehicle. Phones can be used once the vehicle is stopped in a safe area.

Vehicle Limitations: The vehicles will be used for conducting official WDB business. No one will operate a vehicle that has been identified as requiring maintenance or a vehicle that has been classified as being unsafe. Anyone caught violating the above will be suspending from using the vehicles.

Questions: Contact the Region VII Workforce Development Board Executive Director, 151 Robert C. Byrd Industrial Park Road, Suite 2, Moorefield, WV 26836. Telephone number is (304) 530-5258. Fax number is (304) 530-5107.

Expiration: Effective until rescinded, in writing, by the Region VII Workforce Development Board.



T.J. Van Meter, Executive Director

12/17/15

Date



Kathy Mason, Chairperson Region VII WDB

12/17/15

Date