7.5 Company Vehicles

7.5.1 Vehicle Use Policy

A "company vehicle" is any type of vehicle FSA assigns to employees for single, short or long-term use, to support transportation needs directly associated with client services or for short-term emergency use. Company vehicles belong to the company, and FSA wants to make sure employees use and maintain them properly.

7.5.2 Vehicle Assignment

Employees who may be assigned a company vehicle for single, short-term or long-term use fall into six categories.

1. Employees whose personal vehicles will not safely fit multiple children or car seats for any referral on their caseload.
2. Employees who travel long distances, such as outside of Maricopa County, to deliver services or transport clients.
3. Employees who carry higher caseloads than required to do so as part of their position.
4. Employees who provide client transportation to or from FSA sponsored events, groups, or classes.
5. Employees who would like to request a company vehicle to service clients on their caseload, when company vehicles are not in use or assigned.
6. Employees who are assigned a vehicle for emergency use when their vehicle needs repair.
7. Employees who are assigned a company vehicle as a benefit attached to their position.

In most cases, FSA will determine which employees will be assigned company vehicles. Employees who aren't assigned company vehicles, but believe they need one, may discuss this with their supervisor or consult with Human Resources or the CEO.

7.5.3 Employee Responsibility

Employees must always abide by this policy when using company vehicles.

7.5.4 Prerequisites to drive or be assigned a company vehicle.

1. Employees must have a valid AZ driver's license.
2. Employees must have a personal vehicle with current registration and auto insurance.
3. Employees must provide a 3-year MVR, prior to short-term emergency assignment, and semi-annually.

4. Employees must not have any at-fault accidents within the past 5-years, driving under the influence convictions, license suspensions or revocations, and no more than two (2) moving violations, and more than one (1) excessive speeding ticket.
5. Employees must have successfully passed their 60-day probationary period.
6. Employees must have demonstrated consistent engagement with client service delivery.

Employees with disabilities may also be eligible for company vehicles. FSA is willing to make reasonable accommodations to facilitate vehicle use. Employees who take medications that severely affect their sense of orientation, vision, or reflexes may not be permitted to drive a company vehicle.

7.5.5 Driver's Expectations

Employees are expected to follow rules when using company vehicles.

1. Always drive safely and utilize defensive driving skills.
2. Follow all traffic laws and posted speed limits.
3. If applicable, wear glasses or contacts when driving.
4. Track and document all mileage when using a company vehicle.
5. Document any driving-related expenses and keep and submit receipts, for example, fuel and parking meters, or parking tickets.
6. Check the vehicle regularly for chips or cracks in the windshield and immediately notify the FSA employee responsible for company vehicles, for repair or replacement. Chips should be fixed prior to needing replacement.
7. Check the vehicle regularly to ensure the tires are in good working order and for any damage to the exterior or interior of the vehicle. Any damage should be reported immediately to your supervisor and the FSA employee in charge of company vehicles.
8. Immediately notify your supervisor and the FSA employee in charge of vehicles for any notification of vehicle maintenance, check engine, or service due.
9. Keep all vehicles clean and free of debris.
10. Understand and demonstrate proper use and installation of car seats.
11. Comply with all requests for drug testing according to Family Service Aides Drug Free Workforce Policy.

Employees must report any ticket, license suspension or revocation to their immediate supervisor and Human Resources within 3-business days of receiving such ticket.

Employees must not consume alcohol prior to driving or take any medication that may cause drowsiness.

Employees who are fatigued and/or sick should avoid driving if they feel their driving ability is impaired.

7.5.6 Non-permitted Actions or Use by Employees

1. Smoke or vape inside of a company vehicle.
2. Violate distracted driving laws by using a phone or texting while driving. Employee cell phones should be paired to the vehicle using Bluetooth.
3. Transport any person other than FSA clients or FSA employees.
4. Use the company vehicle for personal use at any time. Vehicles may be used to drive to and from FSA administrative offices. This is considered a perk and as such, will be documented on pay stubs.
5. Lease, sell, or lend a company vehicle.
6. Allow any person, not assigned to the vehicle, to drive the vehicle, at any time.
7. Use a company vehicle to teach someone how to drive.
8. Leave the company vehicle unlocked, unattended, or parked in a dangerous area.
9. Use any company vehicle for work not related to Family Service Aides, such as Uber, Lyft, Door Dash, Grubhub, Postmates, etc.

7.5.7 Accidents

1. If an employee is involved in an accident with a company vehicle, they should immediately contact the police department and/or fire department and follow FSA policies and procedures for accidents, if transporting clients. Employees should not accept responsibility or guarantee payment to another party.
2. The employee must notify their supervisor and Human Resources.
3. Employees must obtain the police report number, the name(s) and contact information for all parties involved, and all insurance information.

7.5.8 Company obligations

FSA wants to ensure that all employees are safe at work and while using company vehicles. Therefore, FSA will:

1. Make sure vehicles are safe to drive prior to assigning them to employees.
2. Provide routine maintenance to ensure vehicles remain in good condition.
3. Service vehicles with recall notices as repairs become available.
4. Provide a copy of this policy to all employees who are assigned or use a company vehicle.

*Employees must make vehicles available for maintenance and services at the times appointed by the FSA employee in charge of vehicles.

7.5.9 Operational notes

Each company vehicle will be assigned a QT gas cards. QT gas cards are only to be used for company vehicles and for company work. Receipts must be kept and submitted with

timecards and mileage logs on the 1st and 16th of each month. Employees may not use company gas cards for their personal vehicles.

- Employees are responsible to replace lost or missing key fobs.
- Company vehicles are subject to monthly vehicle checks for cleanliness and damage.
- Company vehicles will be monitored through GPS tracking, via an app or device.
- Employees who are absent from work for three (3) consecutive days must return the vehicle to the FSA administrative offices. Vehicles may be returned to the employee upon returning to work.
- Company vehicles are assigned to employees based on eligibility; however, FSA may recall any company vehicle for any reason at any time.
- Employees who are terminated or resign must immediately return company vehicles upon notification.

FSA is NOT responsible for paying any fines that an employee may accumulate while driving company vehicles or posting bail for any employee who has been arrested while driving a company vehicle.

7.5.10 Disciplinary Consequences

Failure to follow the Company Vehicle policy in its entirety will result in consequences up to and including termination and/or legal action.