

Boys & Girls Clubs of Portland Metro (“BGCP”) Fleet Vehicle Safe Usage Policy

Effective date: 1.22.2020

The purpose of this policy is to ensure the safety of those individuals who drive BGCP fleet vehicles and the transportation of passengers.

BGCP vehicles are used for transportation members, employees, supplies, etc. They are for Club related activities only and not for personal use. To support this policy, BGCP gives employees guidelines for using a BGCP vehicle for business purposes only. This policy applies to all employees who use BGCP vehicle, and applies during and outside working hours. Each driver is responsible for the actual possession, care and use of the company vehicle in their possession.

Therefore, a driver’s responsibilities include, but are not limited to, the following:

1. Only BGCP authorized drivers may drive the vehicle.
2. BGCP authorized drivers must be over 21 years of age.
3. Safe driving practices, speed limits and other driving laws must be observed at all times.
4. Operation of the vehicle must be in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the vehicle.
5. All rules and laws regarding cell phone usage must be observed, including no calls or texting while driving.
6. The use of seat belts and shoulder harness is mandatory for driver and passengers.
7. Attention to and practice of safe driving techniques and adherence to current safety requirements is mandatory.
8. All accidents must be reported with a **BGCP Vehicle Accident Report form** and be accurate, comprehensive and timely.
9. No consumption of food and/or drinks is allowed in the vehicles by all parties.
10. No party shall drive a BGCP vehicle after the consumption of alcohol.

BGCP is not responsible for any fines incurred by employees while driving a Club vehicle. Employees must notify their supervisor upon receipt of ticket, written infraction or official law enforcement contact for BGCP vehicle operation immediately.

Employees are responsible for reporting any tickets or citations issued in a personal accidents in to HR within 72 using the **Self Disclosure of Moving Violations form**.

Failure to comply with any of these responsibilities may result in disciplinary action, up to and including termination of employment.