

# Boys & Girls Clubs of Portland Metro (“BGCP”) Fleet Vehicle Safety & Inspection Policy

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Effective date: 01/06/2020

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

It is the driver’s responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. BGCP expects each driver to drive in a safe and courteous manner pursuant to state laws.

1. Before use, drivers must complete fleet vehicle inspection by walking around and conducting a basic visual check.
2. Log the trip, odometer reading, purpose, and inspection on the Daily Trip Report Form.
3. After use, clean up the vehicle & throw away any garbage, and remove any personal item(s).
4. By the 5<sup>th</sup> of each month, the prior month Daily Trip Report Form, shall be emailed to the Senior Director of Safety & Facility Operations.
5. Report fleet vehicle safety or mechanical problems to the facilities department, by using the Fleet Vehicle Repair Request Form. Email the form to the Senior Director of Safety & Facility Operations.
6. If, you are in a vehicle accident, stop in a safe location, and report the accident to the proper authorities. And, pursuant to State Law – driver of vehicle must exchange insurance and identification information.
7. If you were in an accident, upon returning to the Club, notify the Site Director of an accident, and complete accident report, and email the accident report form, same day as accident, to the Senior Director of Safety & Facility Operations.