

SEIU 1021 Organizing Department Vehicle Policy

Purpose: Vehicle usage is for the purpose of carrying out and assisting in any business related to the promotion of external work and assignments within the Organizing Department, as approved by the Organizing Director.

Description of Vehicles:

- 2011 GMC Savana (white, passenger van)
- 2011 GMC (white, cargo van)
- Each vehicle will include a packet, which will contain the daily driver log, insurance and roadside assistance contact information, disposable digital camera and accident report forms.

General Information:

- All requests for vehicle usage must be made to the Organizing Director or designee via email no later than one week in advance of anticipated use. The request must clearly define purpose of vehicle usage, dates of usage and authorized drivers and be pre-approved by the corresponding Organizing Coordinator.
- All other approved authorized drivers (i.e. internal staff) will be at the sole discretion of the Organizing Director, and shall NOT take priority over those in the Organizing Department should requests be made at the same time.
- Vehicles are to be picked up and returned to the designated housing location on scheduled date of return. Vehicles are NOT to be housed overnight or otherwise at the personal residence of any authorized driver, except in emergencies.
- This policy will be reviewed on an ongoing basis to ensure it reflects current business requirements, and incorporates all relevant health and safety regulations.

Authorized Drivers:

- Authorized drivers are those defined as being a current employee within the Organizing Department, both permanent full-time and on probation, who possess no driving restrictions and are in good-standing with 1021 policies regarding personal driving record and auto insurance.
- All other approved authorized drivers (i.e. internal staff) must comply with all policies which pertain to Organizing Department staff as authorized drivers.
- The 1021 Organizing Chair is defined as an “authorized driver,” and must comply with all policies which pertain to Organizing Department staff as authorized drivers.
- Determination of who will serve as an authorized driver for a particular trip will be solicited by volunteers. The Organizing Senior Team will make the final decision on those authorized to drive.

- Disputes regarding responsibilities for van use and operation will be subject to the grievance procedures outlined in the relevant staff member's MOU.

Vehicle Manager Responsibilities:

- Possess all vehicle keys and completed daily driver logs.
- Review vehicle policy and daily driver log with all approved authorized drivers prior to first use.
- Assist in the coordination of transportation for the authorized driver(s) to and from the designated housing location to the driver's home office.
- Monitor and schedule regular vehicle maintenance and services, such as oil changes, tire and brake checks, recommended manufacture maintenance, etc.
- Schedule all other necessary repairs and/or maintenance, such as windshield repair, etc.
- Monitor and maintain current registration and vehicle tags.

Driver Responsibilities:

- Each vehicle will include a daily driver log, which is to be completed upon pick up and return of vehicle by the authorized driver(s).
- Daily driver log information will include vehicle number, driver(s), date, opening and closing odometer readings, amount of fuel, driving locations/sites, and miscellaneous notes (reference vehicle scratches, dings, tears, etc.).
- Authorized driver must return the vehicle with a full tank of gas, using only the recommended gas type, and car wash, if necessary, using the 1021-issued gas card for each individual vehicle. The gas card and all gas card receipts must then be returned with the daily driver log upon return of the vehicle.
- Authorized driver should ensure vehicle is returned clean, both inside and out, leaving no food, wrappers, bags, papers, etc., in the vehicle.
- ALCOHOL CONSUMPTION and SMOKING IN THE VEHICLE ARE PROHIBITED.
- 1021 Organizing Department is not responsible for lost or damaged personal items left in the vehicle.
- Non-Organizing Department passengers are not allowed in the vehicle without prior approval from the Organizing Director.
- The Authorized driver may not transport unauthorized passengers, such as hitchhikers, family, or friends. Only persons directly involved with the job-related functions of the vans may ride in vehicle unless given express permission by the Vehicle Manager or Organizing Director authorizing the trip.
- Authorized drivers are expected to observe all "rules of the road" and applicable laws when in possession of the vehicle. Any fines incurred as a result of speeding, parking, no seat belt, etc., are the sole responsibility of the authorized driver(s).

- The driver and all passengers must wear seatbelts at all times.
- The driver may not use a cell phone (including hands-free) while operating the vehicle.

If the vehicle breaks down, authorized driver should:

- Contact Roadside Assistance in the event of flat tire, dead battery, no fuel or any other instance where towing may be needed.
- Contact Vehicle Manager afterwards regarding the need for Roadside Assistance and if further assistance is needed.

If you are involved in an accident, authorized driver should:

- Stop and investigate any accident, or suspected accident, that the vehicle is involved in.
- If the police are present, cooperate with the investigation, but do not assume responsibility for any damages or injuries caused in the accident.
- Get names, addresses, license numbers and insurance contact information of all parties damaged and/or injured in the accident, and include all information on the “accident report form” provided in the vehicle packet.
- Whenever possible, take necessary photos of all vehicles involved in the accident, using the disposable camera provided in the vehicle packet.
- Contact HR immediately following the accident, providing HR with the “accident report form” and any necessary photos in order for follow up with our insurance agent regarding the accident.
- Any driver involved in an accident must follow all DMV and legal reporting requirements.