

## **AUTOMOBILE**

Version #: 1

### **USE PURPOSE**

The purpose of this policy is to define the requirements for use of automobiles and mileage reimbursement.

### **POLICY**

Certain personnel may be required to use their cars during the course of regular organization business. These personnel must abide by the following procedures.

### **PROCEDURE**

1. It is expected that all personnel who use their own personal vehicle in the performance of their duties with [ORGANIZATION] must keep that vehicle in safe working condition.
2. All personnel using a vehicle in the performance of their duties with [ORGANIZATION] must comply with the state insurance laws governing liability, property damage, and bodily injury.
3. Proof of auto insurance must be submitted to Human Resources and will be kept in the employee's personnel file.
4. Use of cell phones while driving is strictly prohibited unless done so with a hands-free device that complies with applicable Federal or Oregon State laws. Failure to adhere to this expectation may result in disciplinary action up to and including termination.
5. Work related mileage (excluding miles between home and work) will be reimbursed at a rate subject to and approved by the management of [ORGANIZATION].