



THE PROMISE FOUNDATION

For mental health, education and potential realisation

VEHICLE POLICY

Policy brief & purpose

The Promise Foundation (the Foundation) vehicle policy describes our guidelines for using company vehicles. A “company vehicle” is any type of vehicle the Foundation assigns to employees to support their transportation needs for their jobs. Company vehicles belong to the Foundation and we want to make sure our employees use them properly.

Scope

This policy applies to employees, board members, contractors, volunteers and any other person who may be given use of a company vehicle.

Policy elements

Employees who may be assigned a company vehicle

Employees are eligible to be assigned the use of a company vehicle under the following conditions:

- Employees need to travel during office hours for the purpose of providing services on behalf of the Foundation (e.g. school visits, mobile library, fieldwork)
- Employees are unable to efficiently carry out their duties without access to a company vehicle (e.g. company vehicle may be taken home if the employee is on a field trip and it is safer and quicker for the employee to use a company vehicle)

In all cases, the Director will determine which employees will be assigned a company vehicle. Employees who aren't assigned company vehicles but believe they need one may discuss this with their supervisor or consult with the Director.

Employees are permitted to drive their assigned company vehicle outside of working hours, but they must always abide by this policy.

We retain the right to revoke or assign company vehicles at our discretion.

Prerequisites to drive a company vehicle

Our employees are only allowed to drive a company vehicle if they:

- Have a valid driver's license
- Have a clean driving record for at least **2 years**. This means they must not have been held at fault for a car accident, or arrested on charges of violating vehicle and traffic laws (e.g. driving under the influence of drugs or alcohol).

Employees will need to complete a **Responsible Driver's Declaration Form** along with a copy of their driver's license to be eligible to use a company vehicle. This form is to be completed annually and emailed to the Associate Director, to ensure that the driver's records are current and up to date.

Employees with disabilities

Employees with disabilities may also be eligible for company vehicles and parking spaces. Employees who take medications that severely affect their sense of orientation, vision or reflexes may not be permitted to drive a company vehicle.

Driver's obligations

We expect employees who drive company vehicles to follow rules. They should:

- Drive safe and sober.
- Respect traffic laws and fellow drivers.
- If applicable, wear glasses or contacts when driving.
- Document any driving-related expenses, like fuel and tolls.
- Check their vehicle regularly to ensure petrol, tire pressure and all fluids are at appropriate levels.
- Report any damages or problems with their assigned vehicle to the Associate Director or Director as soon as possible.
- Avoid double-parking, blocking entrances and engaging in other traffic violations that may result in fines.

If employees have their driver's licenses suspended or revoked, they must inform the Director. These employees will be ineligible to drive in accordance with our policy (maintaining a clean driving record for at least 2 years).

Employees who are fatigued and/or sick should avoid driving if they feel their driving ability is impaired. If sickness occurs during a business trip that requires the use of a company vehicle, employees should take regular breaks while driving or ask the Director for overnight accommodations, if needed.

Employees are NOT allowed to:

- Smoke inside of a company vehicle.
- Lease, sell or lend a company vehicle.
- Violate distracted driving laws by using a phone or texting while driving.
- Use a company vehicle to teach someone how to drive.
- Leave the company vehicle unlocked, unattended or parked in dangerous areas.
- Allow unauthorized people to drive a company vehicle, unless an emergency mandates it.

Accidents

If employees are involved in an accident with a company vehicle, they should contact the Director or Associate Director immediately, so we can get in touch with our insurance provider. Employees should not accept responsibility or guarantee payment to another party in an accident without authorization.

Employees should follow legal guidelines for exchanging information with other drivers and call local police if accidents are serious.

Our company's obligations

We want to ensure that all our employees are safe at work and preserve the Foundation's legality. For these reasons, we will:

- Make sure company vehicles are safe to drive before assigning them to employees.
- Schedule periodical maintenance to ensure vehicles remain in good condition.
- Provide a copy of this policy to all employees who are assigned company vehicles.
- Insure vehicles with a reliable insurance provider.

We are not responsible for:

- Paying fines employees accumulate while driving company vehicles that they are responsible for (e.g. for driving too fast.)
- Bailing out employees arrested while driving company vehicles.

Protecting the environment and saving costs

Vehicles are harmful to our environment and costly to use. We expect our employees to use their assigned company vehicles sensibly, considering environmental impacts. Examples of instances when using company vehicles isn't necessary:

- When public transport is easily accessible and faster.
- When business trips are far enough to warrant use of train or plane.
- When employees can complete a task without driving.

Disciplinary Consequences

Employees will face disciplinary consequences if they don't follow this policy's rules. For minor offenses, like allowing unauthorized people to drive a company vehicle or receiving more than *two* fines, we may issue reprimands and ultimately revoke the company vehicle.

We may terminate an employee and/or take legal action as needed for more serious offenses. That can include leasing out a company car for personal financial gain, or causing an accident while driving intoxicated.

Gideon Arulmani,
Director,
The Promise Foundation
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